Name of Site: Name of Site Supervisor:

DAILY MEAL COUNT FORM—SUPPER

Date: Delivery Time:	Date: Delivery Time:	Date: Delivery Time:
Meals received/prepared Meals available from previous day + ❶Total meals available =	Meals received/prepared Meals available from previous day + ❶Total meals available =	Meals received/prepared Meals available from previous day + ❶Total meals available =
First Meals Served to Children (cross off number as each child receives a meal) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110	First Meals Served to Children (cross off number as each child receives a meal) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110	First Meals Served to Children (cross off number as each child receives a meal) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110
❷Total First Meals +	**❷Total First Meals +**	**❷Total First Meals +**
Second meals served to children 1 2 3 4 5 6 7 8 9 10 **❸Total Second Meals +**	Second meals served to children 1 2 3 4 5 6 7 8 9 10 **❸Total Second Meals +**	Second meals served to children 1 2 3 4 5 6 7 8 9 10 **❸Total Second Meals +**
Meals served to Program adults 1 2 3 4 5 6 7 8 9 10 **❹Total Program Adult Meals +**	Meals served to Program adults 1 2 3 4 5 6 7 8 9 10 **❹Total Program Adult Meals +**	Meals served to Program adults 1 2 3 4 5 6 7 8 9 10 **❹Total Program Adult Meals +**
Meals served to non-Program adults 1 2 3 4 5 6 7 8 9 **❺Total Nonprogram Adult Meals +**	Meals served to non-Program adults 1 2 3 4 5 6 7 8 9 **❺Total Nonprogram Adult Meals +**	Meals served to non-Program adults 1 2 3 4 5 6 7 8 9 **❺Total Nonprogram Adult Meals +**
❻Total Meals Served =	**❻Total Meals Served =**	**❻Total Meals Served =**
❼Total Disallowed Meals (damaged/incomplete 1st meals/other non-reimbursable meals) +	**❼Total Disallowed Meals (damaged/incomplete 1st meals/other non-reimbursable meals) +**	**❼Total Disallowed Meals (damaged/incomplete 1st meals/other non-reimbursable meals) +**
❽Total leftover meals +	**❽Total leftover meals +**	**❽Total leftover meals +**
❾ Total of items ❻ + ❼ + ❽ = (Item ❾ should be equal to item ❶)	**❾ Total of items ❻ + ❼ + ❽ =** (Item ❾ should be equal to item ❶)	**❾ Total of items ❻ + ❼ + ❽ =** (Item ❾ should be equal to item ❶)
Number of additional children requesting a meal after all available meals were served 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15	Number of additional children requesting a meal after all available meals were served 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15	Number of additional children requesting a meal after all available meals were served 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

DAILY MEAL COUNT FORM—SUPPER

Date:

Delivery Time

Meals received/prepared

Meals available from previous day +

❶Total meals available =

First Meals Served to Children (cross off number as each child receives a meal)

1 2 3 4 5 6 7 8 9 10 11 12
13 14 15 16 17 18 19 20 21 22 23 24
25 26 27 28 29 30 31 32 33 34 35 36
37 38 39 40 41 42 43 44 45 46 47 48
49 50 51 52 53 54 55 56 57 58 59 60
61 62 63 64 65 66 67 68 69 70 71 72
73 74 75 76 77 78 79 80 81 82 83 84
85 86 87 88 89 90 91 92 93 94 95 96
97 98 99 100 101 102 103 104 105
106 107 108 109 110

❷Total First Meals +

Second meals served to children
1 2 3 4 5 6 7 8 9 10
❸Total Second Meals +

Meals served to Program adults
1 2 3 4 5 6 7 8 9 10
❹Total Program Adult Meals +

Meals served to non-Program adults
1 2 3 4 5 6 7 8 9
❺Total Nonprogram Adult Meals +

❻Total Meals Served =

❼Total Disallowed Meals (damaged/incomplete 1st meals/other non-reimbursable meals) +

❽Total leftover meals +

❾ Total of items ❻ + ❼ + ❽ =
(Item ❾ should be equal to item ❶)

Number of additional children requesting a meal after all available meals were served
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Date:

Delivery Time:

Meals received/prepared

Meals available from previous day +

❶Total meals available =

First Meals Served to Children (cross off number as each child receives a meal)

1 2 3 4 5 6 7 8 9 10 11 12
13 14 15 16 17 18 19 20 21 22 23 24
25 26 27 28 29 30 31 32 33 34 35 36
37 38 39 40 41 42 43 44 45 46 47 48
49 50 51 52 53 54 55 56 57 58 59 60
61 62 63 64 65 66 67 68 69 70 71 72
73 74 75 76 77 78 79 80 81 82 83 84
85 86 87 88 89 90 91 92 93 94 95 96
97 98 99 100 101 102 103 104 105
106 107 108 109 110

❷Total First Meals +

Second meals served to children
1 2 3 4 5 6 7 8 9 10
❸Total Second Meals +

Meals served to Program adults
1 2 3 4 5 6 7 8 9 10
❹Total Program Adult Meals +

Meals served to non-Program adults
1 2 3 4 5 6 7 8 9
❺Total Nonprogram Adult Meals +

❻Total Meals Served =

❼Total Disallowed Meals (damaged/incomplete 1st meals/other non-reimbursable meals) +

❽Total leftover meals +

❾ Total of items ❻ + ❼ + ❽ =
(Item ❾ should be equal to item ❶)

Number of additional children requesting a meal after all available meals were served
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

WEEKLY SUMMARY

Complete the weekly summary for the days lunches were served during the week.

1st Meals: This is the total number of **complete** 1st meals served to children. Obtain from # 2 of daily count sheet.

2nd Meals: This is the total number of **complete** 2nd meals served to children. Obtain from # 3 of daily count sheet.

Program Adult Meals: Program adults meals are those served to adults working directly with the summer food program. Obtain from # 4 of daily count sheet.

Nonprogram Adult Meals: Nonprogram adult meals are those served to adults NOT working directly with the summer food program. Obtain from # 5 of daily count sheet.

Disallowed Meals (DM): Disallowed meals are considered 1st meals that are served incomplete (these meals should **not** be counted as a 1st meal), meals leaving the site, meals served outside of the meal service time, etc. Obtain from # 7 of daily count sheet.

Leftover Meals: If refrigeration is available these meals can be saved for service the next day. Meal orders should be adjusted based on the number of meals leftover. Friday's leftovers must be disposed of. If refrigeration is not available, leftover meals should be disposed of, daily.

	# 1st Meals	# 2nd Meals	# Program Adult Meals	# NP Adult Meals	# DM
Mon.					
Tues.					
Wed.					
Thurs.					
Fri.					
Total					

Comments from Site Supervisor:

The information provided is true and accurate to the best of my knowledge:

Signature of Site Supervisor